

Urbandale Civil Service Commission Minutes  
Thursday, August 18th, 2016

The Urbandale Civil Service Commission met at 7:30 a.m. on Thursday, August 18th, 2016 at the Urbandale City Hall, 3600 86<sup>th</sup> Street. Answering roll call were the following Commissioners: Clifford Swartz, Jim Trotter. Absent: Janet Trentman. Also present were Human Resources Director Karla Lower, Human Resources Analyst Kate Kanne, Community Development Director, Steve Franklin, Building Official, Roger Schemmel, Director of Engineering and Public Works, David McKay, and Assistant Director of Parks and Facilities, Kevin James.

Chair Trotter read the CHARACTER COUNTS! statement.

Swartz moved, seconded by Trotter to approve the agenda as posted. On roll call, Ayes: Swartz, Trotter. Nays: none. Motion carried.

Swartz moved, seconded by Trotter to approve the July 5, 2016 Commission minutes as written. On roll call, Ayes: Swartz, Trotter. Nays: none. Motion carried.

Following discussion, Swartz moved, seconded by Trotter to approve the Certified List for Building Inspector, which will be valid for one year. On roll call, Ayes: Swartz, Trotter. Nays: none. Motion carried.

Following discussion, Swartz moved, seconded by Trotter to approve the Facility Maintenance Laborer for entrance recruitment beginning with a written test, with a pass rate of 70%; the oral board interview process and interview guide, with a pass rate of 70%; and the final ranking process for the Certified List for Facility Maintenance Laborer. On roll call, Ayes: Swartz, Trotter. Nays: none. Motion carried.

Following discussion, Swartz moved, seconded by Trotter to approve the Engineering Technician for entrance recruitment beginning with a phone interview guide, with a minimum passing score of 70%; the written test with a minimum passing score of 70%, and an oral board interview process and interview guide, with a pass rate of 80%; with final ranking process for the Certified List for Engineering Technician. On roll call, Ayes: Swartz, Trotter. Nays: none. Motion carried.

Additional discussion was given to the next Commission meeting in early September, at which time the certified list for Firefighter/EMT will be presented and no vacation schedules were noted for Commissioner Trotter, nor Commissioner Swartz, in early September.

With no further business to come before the Commission, the meeting was adjourned at 7:41 a.m.

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James Trotter, Chair

Attest: \_\_\_\_\_  
Debra Mains, City Clerk